

# **Mayor's Youth Council**

## **BYLAWS**

### **2015 – 2016 Membership Year**

#### **I. VISION**

That youth of Wichita are secure, educated, and connected to the community.

#### **II. MISSION**

To provide Wichita youth with the opportunity to weigh in on community issues and learn about city government.

#### **III. PURPOSES AND ACTIVITIES**

1. Forge partnerships in the community.
2. Engage youth in projects throughout the city.
3. Be a representative body for the youth of our community.
4. Be a positive role-model for younger youth through activities such as educational support and leadership.

#### **IV. MEMBERS**

Membership in the Mayor's Youth Council is by application only. Applications are made available through the City of Wichita (City) and Mirror, Inc.

##### **A. Qualifications**

1. Members must be high school students.
2. Members can attend schools outside of the Wichita Public School system but must live within the geographic boundaries of the City of Wichita.
3. Members must have and maintain a minimum 2.5 GPA. Members in Executive positions must maintain at least a 3.0 GPA. Membership constitutes consent to provide school transcript data.
4. Members may remain on the Mayor's Youth Council throughout their high school years; however, all members must reapply and go through the selection process each year.
  - a. A "year" for Mayor's Youth Council is from June of the current year to May of the following year.

##### **B. Selection Process**

Members are selected yearly from the application pool by a panel of adult coordinators and graduating members in good standing. **Forty (40)** members will be selected based on their qualifications listed above; the quality of their application, including letter(s) of recommendation and a personal statement; and the quality of their in-person interview, with additional consideration given to a diverse representation from all City Council districts.

### **C. Attendance/participation requirements**

1. General members must **earn at least 35 points each semester** to remain a member of MYC. The points system is as follows:

Attendance & Participation at a Committee Meeting	3 points
Attendance & Participation at a Council Meeting	3 points
Attendance & Participation on the Legislative Ad Hoc Committee	2 points
Attendance & Participation at any MYC Sponsored/ Partnering Event	5 points
Attendance & Participation at any MYC Promoted Event	1 point / 2 hours

- a. Points are to be awarded by Mirror Inc. and/or City staff present at a given meeting or event. Awarding of points is left to the discretion of Mirror Inc. and/or City staff based on timeliness of member, participation at given event or meeting, etc. Mirror Inc. and/or City staff will log each member's amount of points.
  - b. Members who have three (3) or more unexcused absences OR four (4) or more excused absences per year will be subject to a Membership Review by the Executive Board, supervised by City and Mirror, Inc. staff.
  - c. An excused absence includes anything related to school/extracurricular requirements, family commitments, and/or out-of-town trips. Members must contact the MYC Coordinator staff prior to the absence in order for the absence to be excused. *Work is not* considered an excused absence.
  - d. Determination of the type of absence (excused/unexcused) is at the discretion of City and/or Mirror, Inc. staff.
  - e. Points can also be lost due to excessive absenteeism.
  - f. The outcome of membership of a member who has one (1) additional unexcused absence within the year following a membership review will be determined on by City and Mirror, Inc. staff.
2. Members must participate in their own committee projects as scheduled.
  - a. Non-participation in committee projects will be considered an absence. The same criteria for excused/unexcused absences apply here (see Section IV.C.1.b).
  - b. Members are expected but not required to participate in activities of other committees.
3. Members must be contributing members to the success of the Council.
  - a. Members are expected to complete tasks as assigned/volunteered.
  - b. Failure to meet this expectation will result in Membership Review by the Executive Board, the Chair of the committee on which the person is a member, and adult coordinators.
4. Final determination of consequences, up to and including removal, is determined by adult coordinators.

### **D. Removal of Members**

In the event of inappropriate member behavior (as determined by City staff and Mirror, Inc. staff), members are subject to removal. Inappropriate behavior can include but is not limited to:

1. Arrest for any offense.
2. Posting of photographs showing illegal activity.
3. Suspension/expulsion from school.

4. Failing to meet academic requirements.
5. Threatening, harassing, bullying, or physical violence toward members and/or adult coordinators.

If inappropriate behavior is reported to the City staff and/or Mirror, Inc. staff, confirmation must be obtained by the City staff and/or Mirror Inc. staff before proceeding with consequences. Once inappropriate behavior has been confirmed, members will be immediately expelled.

#### **E. Membership Reviews**

*No membership review will be conducted prior to the approval to do so given by City staff and Mirror, Inc. staff.* A membership review will consist of the Executive Board, City staff, and Mirror, Inc. staff. In order for a membership review to take place, there must be a minimum of three (3) Executive Board Members present. The City and Mirror, Inc. staff are not included in the minimum count of three (3), however staff must be present. Membership reviews are to be held during Executive Board meetings, but special meetings may be called for this purpose, if necessary. While awaiting review, the member in review should still participate at Mayor's Youth Council functions and meetings, **however he/she will not have the privilege of voting.**

##### **1. Procedures**

The member in review has the right to be informed of why they are being held in review, which must be in line with these bylaws. After the member in review is informed of membership violation in question they must be given the opportunity to rebut the membership violation. Questions are able to be asked and answered during this time, as well. After such time, the member in review will be asked to leave, other scheduled reviews will take place (if applicable), and then the Executive Members present, City staff, and Mirror, Inc. staff will discuss the findings and vote.

##### **2. Voting in Membership Review**

Everyone present has a maximum of one vote, including City and Mirror, Inc. staff. The vote can either be done by show of hands or by secret ballot. For a member to be removed, a majority vote must be obtained. In the event of a tie, the member in review will remain on Council and their privileges and rights as a member of Mayor's Youth Council will be restored in full.

- a. Membership reviews are the only allowed time for City and Mirror, Inc. staff to be formal voting members.
- b. Members must be present to vote.

#### **F. Voting**

1. All members are considered to be eligible for all votes. Each member has one vote.
2. In the event of a potential conflict of interest, the affected member will be asked to abstain from voting. Any member may challenge another's choice to abstain. The result of this challenge shall be decided by City staff and/or Mirror, Inc. staff.
3. Members must be present to vote.

## **V. MEETINGS**

### **A. Council meetings**

1. Council meetings will be held on the second Monday of each month.
2. Council meetings are open to the public.

### **B. Notification of meetings**

1. E-mails/other communication reminders are sent out at least two (2) days prior to the meeting. Reminder notifications will include the date, time, and place.
2. A failure to receive reminder notification(s) is not a valid excuse for failure to attend.

### **C. Quorum**

At any meeting a quorum shall consist of at least 50% + 1 of the voting members.

## **VI. EXECUTIVE MEMBERS**

The role of the Executive Members is to oversee and guide the activities of the Mayor's Youth Council. The Executive Members include Committee Chairs and Executive Board members.

### **A. Responsibilities**

#### **1. Mayor**

The responsibilities of the Mayor are to ensure that the short-term and long-term goals of the Mayor's Youth Council are achieved and to ensure the viability of the organization. It is also the responsibility of the Mayor to open the meetings, chair the meetings, and keep the meetings on time and on agenda. As Mayor, it is also his/her responsibility to sign all documents for the Council and to be the face of the Mayor's Youth Council by representing the organization out in the community and abroad. As the leader of the Mayor's Youth Council, the Mayor should be ready to attend as many committee events as possible.

#### **2. Vice-Mayor**

The responsibilities of the Vice Mayor are to assume all Mayoral duties in the event of the absence of the Mayor. The Vice Mayor is to assist the Mayor in any needed capacity and to represent the Mayor's Youth Council in the community and abroad.

#### **3. Manager**

The responsibility of the Manager is to keep all records for the Mayor's Youth Council, including committee reports and attendance points. The Manager is to compile all committee reports into a single report. Additional responsibilities include tracking and reporting the Mayor's Youth Council's financial information, ensuring the meetings start on time, assisting the Mayor in keeping order at meetings, greeting members and guests, and maintaining the supplies and equipment for the Mayor's Youth Council.

#### **3. Clerk of Council**

The Clerk of Council is responsible for preparing meeting agendas and taking all meeting notes. The Clerk is also tasked with preparing and maintaining the meeting minutes and maintaining committee reports.

#### **4. Public Information Officer**

The Public Information Officer will be responsible for collaborating with MYC coordinators and Executive Members to develop a representative, accurate, and effective public message for MYC. They are tasked with maintaining an active social media presence by promoting MYC

activities and events through regular posts to the Council's social media networks (e.g. Facebook, Twitter, and Instagram)

**5. Committee Co-Chairs**

Committees are subject to change but each committee will have Co-Chairs that are elected to that position by the general membership. It is the responsibility of Committee Co-Chairs to ensure the success of their committee, which in turn ensures the success of the Mayor's Youth Council as a whole. It is the Co-Chairs' responsibility to ensure that their committee work gets done in a timely manner and to communicate committee work with the whole council. It is the Committee Co-Chairs' responsibility to communicate any problems to the Mayor and/or adult coordinators, if the committee doesn't have the necessary resources. The number and type of activities in which the committees are involved are also the Co-Chairs' responsibility.

**B. Election of Executive Members**

General members can nominate themselves or accept the nomination of another member for Executive Member positions, including both Executive Board and Committee Chairs. Prior to elections, each candidate will be allowed to provide a brief speech regarding his/her qualifications for that position. In the event that a nominee cannot be present to provide a speech, he/she can designate another member to give the speech. All members vote for each position following the candidate speeches. Candidates do not have to be physically present to run for or be elected to a position.

In the event of a tie, City staff and/or Mirror, Inc. staff will select one name from those in the tie at random to determine a winner.

**C. Qualifications**

Any member can run for an Executive Member position, except for the Mayor's position. Candidates for the Mayor must have served on the Mayor's Youth Council for a minimum of one year.

1. In the event that a member does not qualify as listed above and they wish to run for Mayor, they must be of junior or senior status.

**D. Terms**

Executive Members serve a one-year term. They can run again and/or be elected to different positions. There are no term limits.

**E. Attendance/Participation Requirements for Executives**

1. Executive Members must attend monthly council meetings and committee meetings, as scheduled. Executive Members are required to earn a minimum number of points to remain in good standing with MYC, the same as any other Council Member (see Section IV.C.1).
  - a. Executive Members who have one (1) unexcused absence or two (2) or more excused absences will be subject to a Membership Review by the Executive Board, City staff, and Mirror, Inc. staff.
    - i. An excused absence includes anything related to school/extra-curricular requirements, family commitments, or out-of-town trips. Members must contact City or Mirror, Inc. staff prior to the absence in order for the absence to be excused. Work is *not* considered an excused absence.
    - ii. Determination of the type of absence (excused/unexcused) is at the

- discretion of City staff and/or Mirror, Inc. staff.
- b. An Executive Member who has one (1) additional absence following a Membership Review could be subject to dismissal from their Executive position.
  2. Executive Members must participate in their own committee projects, as scheduled.
    - a. Non-participation in committee projects will be considered an absence. The same criteria for excused/unexcused absences apply here (see Section IV.E.1.a.i).
    - b. Executive members are strongly encouraged but not required to participate in activities of other committees.
  3. Executive Members must be contributing members to the success of the Council.
    - a. Executive members are expected to complete tasks as assigned/volunteered.
    - b. Failure to meet this expectation will result in Membership Review by the Executive Board, the Committee Chairman, and City and Mirror, Inc. staff.
  4. Final determination of consequences, up to and including removal, is determined by City staff and Mirror, Inc. staff.

**F. Vacancies in Executive Members**

In the event of a vacancy among Executive members, the following procedure will be followed for Executive Board and Committee Chairs to fulfill the unexpired term:

1. **Executive Board** – The remaining Executive Board members will elect any member who meets the requirements for Executive positions, with preference given to a Committee Chairman to fill the vacancy. In the event of vacancy of Mayor, the Vice-Mayor will assume the position and duties of the Mayor.
2. **Committee Chair** – A committee member will be nominated and elected by committee members of the same committee.

**VII. COMMITTEES**

Committees include Standing and additional Ad Hoc committees. Standing Committees include but are not limited to:

- Executive Committee
- Legislative Affairs & Community Relations
- Prevention & Education Committee
- Youth Affairs & Public Service Committee

Ad Hoc committees are subject to change based on interest and need.

**A. Committee Membership**

All members must belong to one committee (not limited to standing committees), but are encouraged to participate in activities of other committees. Members are placed on committees based on their responses to “preference” forms that list all active committees. Placement of members on committees is at the discretion of the City staff and Mirror, Inc. staff with consideration given to creating equal membership among all. Executive Board members must be elected to the positions of Mayor, Vice Mayor, Manager, Clerk of the Council, Public Information Officer, and Committee Co-Chairs. Committee membership is assigned on an annual basis.

## **VIII. FILING A COMPLAINT**

An individual or group of individuals may initiate a formal complaint by detailing the factors related to the allegations in a written and signed statement. These allegations are to be filed at the City Manager's Office in City Hall and/or Mirror, Inc. City Staff and/or Mirror, Inc. staff will acknowledge receipt of each complaint within 5 working days from the time the complaint is received. The complaint will be investigated within 7 to 10 working days, and any actions deemed necessary to further investigate or solve the matter will then be made available at that time. Written complaints can be mailed to the City Manager's Office at 455 N. Main Street, Wichita, KS 67202, delivered in person, or faxed to (316) 858-7712. Written complaints can be mailed to the Mirror, Inc. at 13 E. 5<sup>th</sup> St. Newton, KS 67114, delivered in person, or faxed to (316) 283-6830. While complaints may be submitted on an anonymous basis, results might not become readily available because of the nature of the anonymity.

## **IX. CONFIDENTIALITY**

No information is gathered on a young person or provided to another agency without the consent of the individual. What you share with City and/or Mirror, Inc. staff or Mayor's Youth Council staff person/adult advisor is confidential, whether you are an adult or a teenager. It is important that everyone has someone with whom they can share a concern, tell something private, or get ideas on a troublesome situation. Teenagers and their family members can do so at the City Manager's Office or Mirror, Inc., without information being shared with the rest of your family, your school, or others in the community, unless you give written permission.

Confidentiality can never be absolute, and therefore absolute confidentiality can never be guaranteed. Limits to confidentiality exist to protect workers from withholding information that may require immediate action in the interests of public or individual safety. All staff persons/adult advisors have the moral responsibility to violate a confidential relationship in cases where they believe that a youth is engaging, or going to engage, in a behavior that is dangerous for themselves or others.

## **X. AMENDING BYLAWS**

These bylaws are the governing laws for Mayor's Youth Council, by which everyone must abide. In the event that amendments to the bylaws are needed, the proposed amendments must be brought to the Executive Members, where a majority vote of approval must be made before presenting the amendments to the Council as a whole at a regular Council meeting. In order for proposed amendment to be made two conditions must be met:

- 1) The proposed amendment must be in the best interest of the Mayor's Youth Council as a whole. The Amendment must not help or hinder an individual or faction of the Mayor's Youth Council.
- 2) A two-thirds majority vote in favor of an amendment must be obtained by present voting members. Voting may only occur if a quorum is present (50% + 1).

Any amendments made at any time within a given year will not take effect until the following year of the Mayor's Youth Council, unless explicitly stated prior to voting. (i.e. an amendment approved in 2013/2014 will not take effect until 2014/2015). Prior to revision, bylaws are subject to review by legal counsel. Final determination of any additions or retractions from these bylaws is determined by City staff and Mirror Inc. staff.